

WEST YORKSHIRE FIRE & RESCUE SERVICE

JOB DESCRIPTION

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| POST TITLE: | Driver Trainer/Instructor |
| GRADE: | Grade 6 |
| RESPONSIBLE TO: | Driver Training Manager (Watch Manager) |
| RESPONSIBLE FOR: | Undertaking Driver training and supervision of students on courses |
| PURPOSE OF POST: | Train internal colleagues to recognised internal and external driving standards |

MAIN DUTIES AND RESPONSIBILITIES

First Area

1. Provide effective, practical and theoretical driver and operating training to both novice and experienced / qualified drivers in accordance with NFFC Emergency Response Driving (ERD) Fire Standard, Department of Transport (DVLA), RTITB, ROSPA and other nationally agreed standards, in the following areas:
 - Light vehicle driving
 - Large goods vehicle driving – Licence acquisition
 - Emergency response driving
 - Off-road driving
 - Trailer drawing and manoeuvring
 - Other specialist vehicles
2. Instruct and assess WYFRS personnel, both theoretical and practical, to drive under emergency response conditions according to current guidance on Emergency Response Driving. This includes driving during the hours of darkness.
3. Instruct personnel driving techniques to the required competencies and standards within the NFCC ERD Fire standard and the Police Driver Training manual 'Roadcraft', this includes Cat B driver training and ERD. Current course length 120hr (3 weeks) for students who are not previously ERD LGV however these may change in the future).
4. Deliver driver training courses providing skills, knowledge and understanding to course attendees at a variety of levels from trainees to strategic managers facilitating the safe, effective, smooth and accurate operation of all vehicles as per the manufacturer's instructions and in accordance with the associated Health & Safety legislation, LOLER and PUWER regulations to ensure effective service delivery and rescue operations.

5. Deliver comprehensive operating and driving skills in a variety of specialist vehicles including but not limited to: ALP, 4x4 and prime mover etc. This will include operating, maintaining, fault finding and problem solving as well as an in-depth understanding of vehicle limitations.
6. Deliver comprehensive operating and driving skills in a variety of 'non-standard' specialist vehicles for example, Polaris and Argocat etc.
7. Provide objective assessment of competencies for drivers under instruction. This may include the role of DVSA Driving examiner.
8. Complete daily routine safety checks and cleanliness of training vehicles.
9. Compilation of written reports and assessments on individual performance throughout driving courses / instruction and maintain appropriate records for personnel and management information.
10. Carry out daily administration duties relevant to course provision.
11. Participate in all training activities as and when directed by management.
12. Maintain own competence and continuing professional development and assess and peer review other instructors both internally and regionally.
13. Participate in regional training and assessment to ensure individual portfolios are completed. This is required to ensure the ERD instructor maintains registration in order to meet the Fire Standard for driving.
14. Organise and carry out familiarisation and conversion training for new and relocated appliances, including auxiliary equipment (e.g., pumps etc.) and other vehicles according to operational needs.
15. Work flexibly in relation to the needs of the post and the service including completing instructor training in hours of darkness (achieved 30 minutes after sunset), occasionally working weekends and public holidays.

Second area

16. To implement and promote the Services:
 - a. Health and Safety policies
 - b. Equality and Diversity policies
 - c. Information Security Management System policies
 - d. Safeguarding policies
 - e. Business continuity policy and contingency arrangements
17. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
18. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.

19. Responsibility for ensuring any data produced in relation to the post is accurate and current.
20. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
21. Undertake any other duties commensurate with the grade of the post as directed by line management.

PERSON SPECIFICATION/SHORTLISTING CRITERIA

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a suitable number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

| | Experience | Essential / Desirable | Source |
|---|---|-----------------------|---|
| 1 | Experience of training Drivers in Advanced/Defensive driving techniques such as ‘Roadcraft’ the Police Drivers manual | Desirable | Application & Selection Process |
| 2 | Experience of driving emergency vehicles in emergency responses situations | Desirable | Application & Selection Process |
| 3 | Minimum of five years LGV (Cat C) driving experience | Essential | <u>Application</u> & Selection Process |

| | Education and Training | Essential / Desirable | Source |
|---|--|-----------------------|---|
| 4 | Emergency Services Driving qualification, in line with Fire Standards Portfolio | Desirable | Application |
| 5 | Assessor in Workplace qualification or equivalent | Desirable | Application |
| 6 | Valid and in date Award in Education | Desirable | Application |
| 7 | Comfortable in the use of Information Technology and good IT skills in software such as Word, Excel and Outlook. | Essential | <u>Application</u> & Selection Process |
| 8 | Institute of Advanced Motorists (IAM) or Royal Society for the Prevention of Accidents (ROSPA) Driving Award of equivalent | Desirable | Application |

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|----|--|-----------|---------------------------------|
| 9 | Attained or willing to work towards: Approved Driving Instructor (ADI) / LGV Register standard | Desirable | Application & Selection Process |
| 10 | Lantra 4X4 Instructor | Desirable | Application |
| 11 | B+E Instructor | Desirable | Application |

| | Special Knowledge and Skills | Essential / Desirable | Source |
|----|---|------------------------------|---|
| 12 | Ability to instruct driving skills to Advanced Response Driving Level | Desirable | Application & Selection Process |
| 13 | Excellent driving skills and road safety knowledge | Essential | Selection Process |
| 14 | Demonstrate effective communication skills to ensure training is understood | Essential | <u>Application</u> & Selection Process |
| 15 | Demonstrate effective organisation skills to ensure training courses run smoothly | Essential | <u>Application</u> & Selection Process |
| 16 | Demonstrate commitment to good data quality within all areas of work | Essential | Selection Process |
| 17 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider | Essential | Selection Process |
| 18 | Demonstrate an understanding of and ability to implement Health & Safety in the work place | Essential | Selection Process |
| 19 | Ability to work flexibly in relation to the needs of the post and provide commitment to the working arrangements required including driving in darkness and occasionally working weekends and public holidays | Essential | <u>Application</u> & Selection Process |
| 20 | To hold and maintain a current full valid manual car driving licence | Essential | <u>Application</u> & Selection Process |

Last updated April 2023